



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator  
1000 Emeline Avenue, Santa Cruz, CA 95060  
(831)454-4130 or 454-4045 FAX: (831)454-4642

March 28, 2002

Agenda: April 16, 2002

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### RE: GROSS PAY ADJUSTMENT

Dear Members of the Board:

The Human Resources Agency (HRA) is requesting approval for a pay adjustment for an extra-help employee of the Agency whose extra-help hours exceeded the 999 hour maximum. The employee worked a total of 1,078 hours during her extra-help status, which is 79 hours over the extra-help 999 hour limit. This resulted in the employee not receiving \$2,384.64. The amount of the CalPERS contribution is \$166.92, and must also be authorized by the Board of Supervisors as part of the total amount. HRA will be using the report generated for tracking extra-help hours to avoid this error in the future. This request has been reviewed by the Personnel Department, who concurs.

IT IS THEREFORE RECOMMENDED that your Board approve a gross pay adjustment in the amount of \$2,551.56.

Very truly yours,

CECILIA ESPINOLA  
Human Resources Agency Director

RECOMMENDED:

Susan A. Mauriello  
County Administrative Officer

cc: Personnel Department  
Terre Schroeder